

Part Time Officer Vacancy

At the beginning of 2012, the Town of New Boston faced an unprecedented shortage of Officers. By the end of 2012, the Department was returned to full staffing and services restored. This plan, or contingency, is to ensure that the shortage we experienced never happens again.

The position is requested to replace Cpl. Bailey. This is **not** a request for a new position.

The Part-Time sworn position became vacant 12/31/12 with the unexpected resignation of Cpl. Bailey. As part of the FY2013 budget process, his prosecution costs were separated from the police coverage wage line. These services are now handled by a contracted New Hampshire Bar licensed Attorney. His Patrol position has remained unfilled as there were no replacement training costs allocated.

As with any proposal, many questions need to be answered before decisions can be made. Below, I have attempted to answer those questions for the board.

1. How does the Part Time Officer position provide a contingency for the Town?

It does so in many ways.

- a. **Preparedness:** While at full staff, our agency can identify and train Officers without sacrificing services or police coverage (during the training period, it will actually enhance our services). There is also no urgency “to fill shifts” or “get them on the road” so the training is thorough and complete.
- b. **Future Full Time** Officers hired part time are hired with the understanding that they will be hired Full Time if an opportunity were to occur (obviously based upon acceptable performance during their part time employment). This allows the Town and the Officer the opportunity to assess the relationship prior to the Town’s major investment in a Full-Time Academy.

The part time Officer could also fill a full time vacancy until it was convenient to send them to a full time academy (within 9 months) and a second part time Officer could fill in while the Officer was away at training
- c. **Selection** The same selection and hiring process is used for both Part-Time and Full-Time Officers. The quality of the candidates is exactly the same.
- d. **Contract** A (2) two year training agreement and promissory note is executed with the candidate prior to the conditional offer. This protects the Town from incurring costs related to the training without service being provided in full.

e. **Training :** Training costs are reduced

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Rate	PT Training Hours	Training Cost	Academy Field Training	Rate	FT Training Hours	Training Cost
\$10.42	200	\$2,084.00		\$18.94	560	\$10,606.40
\$10.42	320	\$3,334.40		\$18.94	320	\$6,060.80
\$18.94	560	\$10,606.40				
	1080	\$16,024.80	Overall Cost		880	\$16,667.20

-\$642.40

f. **Coverage:** Costs related to police coverage are reduced (i.e... Sick, Training, Vac.)

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Officer	Replacement	Hours	Cost			
\$22.50	\$33.75	40	\$2,250.00			
\$22.50	\$16.10	40	\$1,544.00	-\$706.00	40 hr/Diff.	
				12	Weeks	6 Ofc's x 2wks ea.
				-		
				\$8,472.00	Savings	

g. **Details** Income received from private details may increase. Part Time Officer's are permitted to work private details. As a result, monies paid to the Town for private police services aid in offsetting future costs related to our emergency vehicles. Without a New Boston Officer available, outside agencies are contracted and private police services monies do not stay within the Town of New Boston.

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(The police department revolving fund offsets costs related to the Police Cruisers and related emergency equipment within).

2. What is the total cost?

\$7418.40 (\$5418.40: Training, \$2000: Uniforms)

3. Are there any benefit costs for the position?

>NO

This is a per-diem position once training is complete. As this would be less than the average of 18 hours set forth in the Town Policy, there is no additional cost for benefits.

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4. Do we need additional taxpayer funds to support the request?

>NO

Fortunately, the Town has prevailed in two recent cases against former Officers who resigned in defiance of their training agreement. This year, the Town was reimbursed for those costs. I would request a portion of those funds be used to train this new Officer as that is the intent of the training agreements

5. Were costs related to training this replacement Officer included in the FY13 budget?

> NO

With the additions of the certified Officers in 2012, a significant increase of \$50,000 in wages was expected. As no departures were anticipated in 2013, reductions in the part time and training lines were made reducing the overall increase to \$39000. The training and part time reductions accounted for \$8800 of the \$11000 reduction.

6. Are there "contingency" funds built into the FY13 budget "as-is".

>NO

As referenced above, the budget was prepared with minimal or no increases from the FY2012 operating budget. Given the rising prices of gas, early computer and vehicle repairs, I expect no surplus in the FY13 budget.

7. Do we have candidates?

>YES

In February, we advertised a Patrol Officer position for an "eligibility list". We received 64 applications. From the group of applicants, we conducted written, physical agility, and oral board testing. On April 4th, I conducted Chief interviews with the top 3 candidates. The position and limitations were clearly explained to each candidate as was the requirement of a two year agreement. Each candidate expressed specific interest in working for the Town of New Boston and remained excited about the opportunity to continue further in the process. All three candidates remain eligible and have been ranked pending a next step in the process.

8. Are there deadlines?

>YES

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One challenge we will always face are the PSTC deadlines. We have two opportunities for the remainder of 2013. The first is May 18th.

If we meet this deadline, the candidate will be trained at PSTC between June 15th and August 2nd. Field training would begin in August and continue through the end of September. If everything went according to plan, the Officer would be able to work solo patrol in early October.

The second deadline is July 13th, 2013. The candidate will be trained at PSTC between August 10th and November 15th. Field training would begin in late November and continue through January 2014. If everything went according to plan, the Officer would be able to work solo patrol in late January or early February.

As you can see, if we do not meet the first deadline, training would not be completed in 2013. Also, in order to submit the Officer for the deadline, all hiring steps must be complete. The remaining steps we have include: Background Investigation, Polygraph, Medical Exam and Vision Screening, Psychological. Given our progress, we would be able to meet the May 18th deadline. Related costs for these tests/steps were included in the FY13 budget.

Despite the staffing challenges faced in 2012, we set standards for the police services our resident's can expect. The recent developments with our prior training agreements provide us the unique opportunity to maintain staffing levels at no additional cost to the taxpayer. The long term savings and benefits to the Town also make it a logical choice.

Respectfully submitted,

James R. Brace
Chief of Police